Notice of Funding Opportunity

HS Wisconsin Statewide Intelligence Center (WSIC) Operations and Sustainment 2021

Applications must be submitted through Egrants on or before May 27, 2022

Contact Information for this Notice of Funding Opportunity

Program Manager: Eric Franco (608) 242-3335
                                            Eric.Franco@Wisconsin.gov

Grants Specialist: Rebecca Thompson (608) 242-3236
                                            Rebecca2.Thompson@wisconsin.gov

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to https://register.wisconsin.gov/accountmanagement/default.aspx and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-616-0020 or WEMEgrants@egrants.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: https://wem.egrants.us

Requirements for Federally Funded Grants

Unique Entity Identifier and System for Award Management (SAM):
All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant. WEM's website has a helpful guide for SAM registration:
https://wem.wi.gov/wp-content/library/grants/03.SAM.gov_Registration.pdf

WEM cannot award a grant until the applicant has complied with all applicable SAM requirements.

Notice of Funding Opportunity: HS Wisconsin Statewide Intelligence Center (WSIC) Operations and Sustainment 2021 (2022)

Description:

WEM will provide grant funds for the Wisconsin Statewide Intelligence Center (WSIC) who is an all-crimes, all-hazards, all-threats, and all- events" intelligence fusion center. The WSIC serves as a focal point for information sharing in the state and is the primary state fusion center in Wisconsin. This investment aligns and builds upon an investment strategy that addresses National Priorities.

The primary mission goals of the WSIC are: •Provide and train law enforcement, fire service, emergency management, public health, military, and other key private sector security partners with the ability to assimilate and utilize broader based intelligence to more effectively address the state's need for information sharing amongst those responsible for protecting our citizens. •To train and effectively gather, receive, analyze and disseminate relevant intelligence to the appropriate agency or private sector partner in the most concise and expedient manner possible. •Provide analytical, technical and major case criminal investigative support to law enforcement partners across the state. •Communicate, coordinate and collaborate at all levels of government to ensure that fair, objective and unbiased intelligence products are maintained, distributed or purged as required and in compliance with state and federal regulations concerning privacy, civil rights and civil liberties.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: May 27, 2022

Project Start Date: July 1, 2022

Project End Date: June 31, 2023

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports to receive reimbursement.

Program Reports Frequency must be submitted quarterly.

Financial Reports Frequency must be submitted quarterly.

Anticipated Funding Amount: As approved by Funding Advisory Working Group, the dollar amount available under this funding opportunity is **$950,000.00**

Match/Cost Sharing Requirement: None

Eligibility: Wisconsin Department of Justice is the only eligible applicant.

Eligible Expenses: Funding may be used for Personnel, Employee Benefits, Travel/Training, and Supplies & Operating Expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

****

Notice of Funding Opportunity: HS Wisconsin Statewide Intelligence Center (WSIC) Operations and Sustainment 2021 (2022)

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations. An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

- The Signatory is the highest elected official. (example: Mayor, County Board Chair, Tribal Chair, etc.) For a non-profit this would be the Board President
- The Financial Officer – Person at the applicant agency who is responsible for financial reporting.
- The Project Director – Person at the applicant agency who is responsible for the project and for programmatic reporting.
- An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

> "Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what -

equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)"

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. **Performance Measures**
   If using performance measures: If awarded a grant, you will be required to report your progress against pre-established targets. In your application, please establish benchmarks against the measures given. You will report progress against these benchmarks in your quarterly reports. If no measures are displayed, mark the section "Complete" and "Save."

3. **Budget Detail**
   Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

   Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under "personnel."

   Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

   Travel/Training: *Guidelines for Travel and/or training costs for an individuals with the funded project*. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:
      Mileage: $0.51/mile

      Lodging: Maximum $90/night ($95/night for Milwaukee, Waukesha or Racine County)

      Meals: $9/breakfast (leaving before 6 a.m.); $11/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); $21/dinner (returning after 7 p.m.).

   Guidelines for any Travel and/or training costs associated for hosting an event

(conference/convention, training, exercise, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: $9/breakfast (start time prior to 6 a.m.); $11/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); $21/dinner (event ending after 7 p.m.). Some events may be eligible for $7/break expenses, for more information regarding state guidelines and expense reasonableness please call or email the Program or Fiscal Contact listed on this Grant Opportunity.

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees/Contractual Services does not go in this section. These expenses should be itemized under "Contractual.")

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: $150/mo x 12 months = $1,800.

(Please Note: Contractor expenses for supplies should not go in this section. Supplies purchased by a contractor should be itemized under Consultant/Contractual, Product & Services.)

4. **Budget Narrative**
   Please describe how your budget relates to the overall program/project strategy or implementation plan.

5. **Project Narrative**
   Describe your program or project in detail, including what objectives will be accomplished. Include appropriate statistics, if applicable. Describe how your department staff will use or otherwise put in place this project or program. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details.

6. **Free Style Questionnaire- Core Capabilities**
   Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

7. **Needs Description**
   Describe the problem or issue that this grant will serve to solve or diminish.

8. **Program Objectives**
   The purpose of this section is to: 1) Describe the broad goals for your project, 2) Present clear objectives designed to achieve those goals.

9. **Other Funding**
   Fill in the grid to show any cost share including item, estimated dollar amount and sources of funding in addition to grant funds will be used to conduct this exercise.

10. Required Attachments

Please attach the following documents to your application in this section:
- Position Description
- Training Rosters
-

If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

****

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. **Meal and Mileage Reimbursement**
   Reimbursement for meals and break items for meetings are contingent upon submission ofagenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Information about rates and mileage is on the DMA website: https://dma.wi.gov/resources/state-human-resources-office/tra-lodg-vehicle/.

2. **Procurement**
   Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.

3. **Funding Acknowledgement Required**
   Funding for project activities is contingent on receipt of Funding Acknowledgements in the amount of the project cost from local governments that meet the federal requirements for local-pass through. Funding Acknowledgements must be submitted to WEM upon submission of reimbursement requests. Upload the documents into Egrants within the Monitoring Section under Project Document Attachment in Egrants.

4. **Grant Modification**
   Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

5. **Allowable Grant Activities**
   This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

6. **Position Description Required**
Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.

7. **SAM Requirement**
SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.

8. **Project Coordination**
The project is part of a partnership effort. Project activities, including outreach efforts, shall be coordinated with the STAC and other partners as applicable.

9. **Governance**
The WSIC will operate under its existing charter and continue to use a multi-disciplinary governance body of which the roster will be provided to WEM by uploading it into Egrants in the Program Report

10. **Fusion Center Assessment**
State and major Urban Area fusion Centers receiving SHSP or UASI grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS Intelligence and Analysis (I&A) through the annual Fusion Center Assessment. In addition, Fusion Centers will:

   ✓ Through the Program Performance Report (PPR), fusion centers will report on the compliance with measurement requirements within the fusion centers through theannual Fusion Center Assessment managed by DHS I&A and reported to FEMA

   ✓ Fusion Center will adhere to the grant requirements are listed at http://www.dhs.gov/homeland-security-grantprogram-hsgp.

   ✓ DHS/FEMA approved analyst courses that meet the grant requirement are listed at http://www.dhs.gov/fema-approved-intelligence-analyst-training-courses.
   Upload all certificates of training conducted with the grant performance of periodwithin the Monitoring Section under Project Document Attachment.

   ✓ Adherence to all other pertinent provisions identified in the "FY 2021 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO) "Appendix A – FY 2021 Fusion Centers.

   ✓ Adherence to FEMA Preparedness Grants Manual Homeland Security Grant Program